

Training Agenda: Copilot for Microsoft 365 for Business Essential (Full Day)

Code : AI-201

About This Course

- This full-day training course on Generative AI is designed for Business Users or Executive Levels eager to explore the transformative potential of AI in their industries. The course will guide participants in using Microsoft 365 and Copilot for Microsoft 365 to address practical business challenges, fostering an environment of innovation and efficiency. By the end of the workshop, participants will have developed actionable strategies to implement Generative AI solutions, giving their organizations a competitive advantage in the market.

Target Audience:

- Business User or Executive Levels

Tools:

- Microsoft 365 and Copilot for Microsoft 365

Prerequisite:

- Openness to exploring new ways of working using Digital and AI transformation.
- A basic understanding of AI technology and its impact on business

Expected Outcomes:

By the end of this workshop, participants will be able to:

- Discover Microsoft Copilot and its transformative potential in the focus industry.
- Define specific opportunities to apply Microsoft Copilot within their organizations.
- Learn how to use Microsoft Copilot tools to solve real-world business problems and drive efficiency.
- Deliver actionable strategies to implement Microsoft Copilot solutions for competitive advantage.

Device/License Preparation:

- Participants are encouraged to bring their laptops to fully engage in the hands-on exercises and explore the Generative AI tools firsthand.
- Ensure a stable internet connection for seamless tool access.
- Microsoft 365 E1 license or above should be assigned to participant in organization
- Copilot for Microsoft 365 should be assigned to participant in organization

Brief Agenda

Time	Session	Description
Morning Session (09:00 - 12:00)		
09:00 - 09:05	Art of the Possible Kick-Off	Agenda and key objectives, schedule for the Art of the Possible phase.
09:05 - 09:15	AI-Powered Organization	AI trends in business, AI-powered organization components, competitiveness, skills development.
09:15 - 09:25	Responsible AI	Approach to responsible AI, importance and potential, Microsoft's approach, examples in action.
09:25 - 09:35	Get Started with Copilot	Introduction to Microsoft Copilot, natural language, prompt structure, accessibility.
09:35 - 10:20	Get the Most Out of Copilot	Maximizing Copilot's features, demonstrations, and various functions (Ask anything, Write suggestion email, etc.).
10:20 - 10:35	Break	
10:35 - 10:45	Copilot for Microsoft 365 Overview	Overview, natural language, business content access, security, embedding in Microsoft 365 apps.
10:45 - 11:50	Unleash Creativity & Unlock Productivity 1	Demonstrating creativity with Copilot in Word, PowerPoint, Excel, practical applications.
Afternoon Session (13:00 - 16:00)		
13:00 - 13:45	Unleash Creativity & Unlock Productivity 2	Demonstrating productivity with Copilot in Outlook, Teams, Whiteboard
13:45 - 14:30	Uplevel Skills	Enhancing skills with Copilot for meetings, strategy, updates in Microsoft 365 Chat.
14:30 - 14:40	Break	
14:40 - 15:30	Day in the Life by Departments/Personas	Practical uses of Copilot for key personas, scenarios, future scenario discovery workshops.
15:30 - 15:45	Organizational Readiness	Preparing for Copilot implementation, common questions, implementation plan.
15:45 - 16:00	Wrap-Up, Q&A and Next Steps	Review key learnings, open questions, implementation challenges, next steps, resources.